

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

October 25, 2018

**SUBJECT:** REQUESTING EMERGENCY MEDICAL SERVICES – ESTABLISHED; NON-EMERGENCY MEDICAL SERVICES – ESTABLISHED; OFFICERS INJURED ON DUTY – DELETED; EMERGENCY MEDICAL TRANSPORTATION – DELETED; MEDICAL TREATMENT OF UNBOOKED ARRESTEES – REVISED; TRANSPORTING INJURED SUSPECTS/ARRESTEES – RENAMED AND REVISED; AND, MEDICAL TREATMENT OF BOOKED ARRESTEES – REVISED

**PURPOSE:** This Order establishes Department Manual Sections 4/210.15, *Requesting Emergency Medical Services*, and 4/210.20, *Non-Emergency Medical Services*. This Order deletes Department Manual Sections 4/210.25, *Officers Injured on Duty*, and 4/210.75, *Emergency Medical Transportation*, to conform to current Department procedures. Lastly, this Order revises Department Manual Sections 4/648.10, *Medical Treatment of Unbooked Arrestees*, and 4/648.20, *Medical Treatment of Booked Arrestees*, and revises and renames Department Manual Section 4/648.13, *Transporting Injured Suspects/Arrestees* as *Transporting Injured Suspects, Arrestees and Inmates*.

**PROCEDURE:**

- I. REQUESTING EMERGENCY MEDICAL SERVICES – ESTABLISHED.** Attached is the established Department Manual Section 4/210.15, *Requesting Emergency Medical Services*.
- II. NON-EMERGENCY MEDICAL SERVICES – ESTABLISHED.** Attached is the established Department Manual Section 4/210.20, *Non-Emergency Medical Services*.
- III. OFFICERS INJURED ON DUTY – DELETED.** Department Manual Section 4/210.25, *Officers Injured on Duty*, has been deleted.
- IV. EMERGENCY MEDICAL TRANSPORTATION – DELETED.** Department Manual Section 4/210.75, *Emergency Medical Transportation*, has been deleted. The content of this section has been integrated into Department Manual Sections 4/210.15 and 4/210.20.
- V. MEDICAL TREATMENT OF UNBOOKED ARRESTEES – REVISED.** Department Manual Section 4/648.10, *Medical Treatment of Unbooked Arrestees* has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.
- VI. TRANSPORTING INJURED SUSPECTS/ARRESTEES – RENAMED AND REVISED.** Department Manual Section 4/648.13, *Transporting Injured Suspects/Arrestees and Officers*, has been revised and renamed as *Transporting Injured Suspects, Arrestees and Inmates*. Attached is the revised Department Manual section with the revisions indicated in italics.

**VII. MEDICAL TREATMENT OF BOOKED ARRESTEES – REVISED.** Department Manual Section 4/648.20, *Medical Treatment of Booked Arrestees*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.

**AMENDMENTS:** This Order establishes Sections 4/210.15 and 4/210.20; deletes Sections 4/210.25 and 4/210.75; revises Sections 4/648.10 and 4/648.20, and renames and revises Section 4/648.13 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

  
MICHEL R. MOORE  
Chief of Police

Attachment

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**210.15 REQUESTING EMERGENCY MEDICAL SERVICES.** *It will be the responsibility of all Department employees to request a rescue ambulance for a suspect, arrestee, or any other person requesting emergency medical treatment or when it is apparent that he or she is in need of such assistance and is unable to request a rescue ambulance.*

**210.20 NON-EMERGENCY MEDICAL SERVICES.** *When a suspect or arrestee requires routine medical treatment, such as pre-booking medical treatment or other non-emergency care, the person may be transported in a police vehicle to one of the following medical facilities:*

- *A Department Jail Dispensary;*
- *A Los Angeles County Medical Center; or*
- *A hospital.*

***Blood or Medical Supplies.*** *Emergency transportation of blood or medical supplies may be provided, when necessary, for the preservation of life. Approval for such transportation must be obtained from the Commanding Officer, Detective Support and Vice Division.*

**648.10 MEDICAL TREATMENT OF UNBOOKED ARRESTEES.** An officer having custody of an unbooked arrestee who is, or complains of being ill, injured or in need of medication shall:

- Ensure the arrestee is examined at a Department Jail Dispensary, a Los Angeles County Medical Center, or a hospital;

**Note:** When emergency medical attention is necessary, officers shall be guided by *Department Manual Section 4/210.15.* Additionally, when an arrestee is transported to a private hospital by a City rescue ambulance (RA), necessary treatment may be performed at that hospital.

- Obtain a copy of the facility's medical treatment record completed by the examining physician, including a statement of the circumstances which will be used as a medical authorization to book;
- When the examining physician recommends continued medical attention or scheduled dispensing of prescribed medication, but not hospitalization, book the arrestee at a facility *capable of administering to the arrestee's medical needs;*

**Note:** Due to confidentiality issues, when someone is given medical treatment for a specific medical illness (e.g., high blood pressure, tuberculosis) not related to the arrest/crime, the illness shall not be documented in the report unless it is an element of the crime [e.g., California Penal Code Section 647 (f) and Health and Safety Code Section 120291].

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- Give the medical treatment record to the booking employee; and,
- If the arrestee requires medical treatment at a jail dispensary, the booking officer shall *complete* the total time required for medical treatment on the *Rapid Booking Form, Form 10.08.04. Medical Treatment* does not include the time spent at a hospital.

**Arrestees Who Have Ingested Narcotics.** When an employee believes that an arrestee has ingested narcotics or any other substance which could present a health hazard to the arrestee, the employee shall:

- Summon a *City RA* for assessment and treatment without unreasonable delay;

**Note:** Arrestees may be detained in *Custody Services Division* facilities only with approval of the *Los Angeles County-University of Southern California Medical Center* (LAC-USCMC) or a hospital physician.

- Advise the attending physician of the situation, including an estimate of the amount of time elapsed since the drugs were ingested, and, if possible, the type, quantity, and packaging of the drugs ingested;
- Obtain a copy of the medical treatment record completed by the examining physician;
- Book any evidence obtained as a result of the medical treatment in accordance with established procedures; and,
- Include in the arrest report, a detailed statement of the medical treatment received and/or prescribed.

**Arrestees in Possession of Prescription Medication.** When persons to be booked and detained in Department custody have prescription medication in their possession, officers shall transport them to the *Custody Services Division* dispensary for medical evaluation prior to completing the booking process.

**Exception:** When persons in Department custody are to be booked and immediately released, a medical evaluation is not necessary.

**Arrestees in Custody of an Outside Police Agency.** An ill or injured person, or an individual complaining of illness or injury, in the custody of officers of an outside police agency (*Department Manual Section 4/850*) and presented for booking at a Department jail facility, shall not be booked without written medical authorization.

**Arrestees to be Hospitalized.** When the examining physician recommends hospitalization, an officer having custody of the arrestee shall:

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- Obtain a copy of the facility's medical treatment record;
- Cause the arrestee to be transported to LAC-USCMC Jail Ward and give the medical treatment record to the booking deputy;

**Note:** When transportation by ambulance is required and the City *RA* is unable to transport, request transportation through the County *Rescue-Ambulance Department*, LAC-USCMC.

- Complete a Booking and Identification Record, Form 05.01.00;
- Telephonically notify *Criminal Records Section*, Records and Identification Division and report the arrestee information on the first nine lines of the Booking and Identification Record;
- Telephonically notify the *Latent Prints Unit, Technical Investigation Division* and advise that prints *are needed*;
- *Telephonically notify the Photography Unit, Technical Investigation Division, and advise that photographs are needed*;
- Package the arrestee's personal property (*Department Manual Section 4/604.45*);
- Deposit excess personal property at Property Division (*Department Manual Section 4/645.20*); *and*,
- Submit the necessary reports at the Area where the reports will be processed, (*Department Manual Section 5/5.2-10*).

**Arrestees Refused Hospitalization at Los Angeles County-University of Southern California Medical Center Jail Ward.** When the LAC-USCMC physician refuses to admit the arrestee to the Jail Ward, an officer shall:

- Obtain a Medical Record, County Form 260, containing the reason for referral;
- Book the arrestee at the appropriate County jail facility; *and*,
- Give the County Form 260 and the medical treatment record to the booking deputy.

**Arrestees Who Refuse or *Decline* Medical Treatment.** When an arrestee who is or appears to be ill, injured, in need of medication, or in need of medical attention **refuses** medical treatment, officers shall ensure the arrestee is examined by medical personnel in accordance with established procedures. If the arrestee continues to refuse treatment after being examined by medical personnel, *the* arresting officers shall obtain two copies of the examining facility's medical treatment record. One copy shall be submitted to the detention officer at the time of booking, and one copy shall be attached to the arrest report. The arrestee's refusal shall be thoroughly documented in the narrative of the arrest report.

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**648.13 TRANSPORTING INJURED SUSPECTS/ARRESTEES/INMATES.** Suspects, arrestees and *inmates* that require routine medical treatment may be transported in a police vehicle to a Department Jail Dispensary, the *Los Angeles County-University of Southern California Medical Center* (LAC-USCMC), or a hospital. When suspects, arrestees or *inmates* require emergency medical attention, they shall only be transported via City rescue *ambulance* (*Department Manual Section 4/210.15*). When it is necessary to transport a suspect, arrestee or *inmate* by ambulance, generally at least one officer shall accompany the suspect, arrestee or *inmate* in the ambulance.

Officers **shall** accompany all restrained suspects, arrestees or *inmates* being transported to the hospital by rescue ambulance. This will ensure that adjustments to the restraints (e.g., handcuffs and Hobble Restraint Device) can be made, as necessary, for medical treatment and allow for the overall management and safety for all. Fire Department personnel may require that the restraints be removed in order to provide appropriate medical treatment. In those cases, the officer shall closely monitor the suspect, arrestee or *inmate*.

**Exception:** When an issue arises between Department personnel and the treating or the transporting Fire Department personnel, Department personnel may seek the advice of an on-scene supervisor or the on-duty watch commander; however, they shall not delay the transportation. If Fire Department personnel refuse to allow an officer to ride in the ambulance or an officer cannot be *reasonably* accommodated in the ambulance due to necessary medical treatment, at least one officer shall ride in the front passenger seat of the rescue ambulance or follow the rescue ambulance in their assigned police vehicle. Thereafter, the officer(s) **shall** document the incident on an Employee's Report, Form 15.07.00, addressed to the commanding officer of the involved Department entity. The concerned divisional watch commander shall log the incident *in his or her* Watch Commander's Daily Report, Form 15.80.00, and attach the Employee's Report.

**Note:** When the suspect's clothing or other items with the suspect have evidentiary value and cannot be removed prior to transportation, the assigned officer shall ensure that the chain of custody of such evidence is documented in the appropriate report.

**648.20 MEDICAL TREATMENT OF BOOKED ARRESTEES.** The responsibility for obtaining medical treatment for an *inmate* shall rest with the employee who has *physical* custody of the *inmate*. When any employee becomes aware that an *inmate* confined in any place of detention is, or complains of being, in need of medical treatment, the employee shall immediately notify a jail supervisor. The jail supervisor shall cause an examination to be made by a jail dispensary employee. If it is determined that an *inmate* needs further medical attention, or the facility does not have a jail dispensary, the jail supervisor shall contact Communications Division and request a police unit from the arresting officer's Area/division of assignment

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Code *Two* to transport the *inmate* to a medical facility.

**Note:** For emergencies, in addition to the responsibilities listed below, refer to *Department Manual Section 4/648.12*.

**Employee's Responsibilities.** An employee responsible for obtaining medical treatment (non-emergency/emergency) for an *inmate* shall:

- *Ensure that the inmate is transported to a hospital, jail dispensary, or Los Angeles County-University of Southern California Medical Center (LAC-USCMC) for advice and/or treatment (Department Manual Sections 4/210.15 and 4/210.20);*
- Obtain a copy of either the Medical Treatment Record, Form PDMSD 7, or the Los Angeles Fire Department Rescue Report, Form 660. Two copies are required when the arrestee is to be hospitalized at the LAC-USCMC Jail Ward;

**Exception:** These forms are not required when *an inmate* at *Custody Services Division* attends a regular sick call, and no outside treatment is needed, and the visit is recorded in a *City of Los Angeles, Medical Services Division, Medical Treatment Log*.

- Complete *an Inmate Injury or Illness Report*, Form 06.34.00, in cases involving injury of any degree, hospitalization at the *LAC-USCMC*, or epileptic seizure. A copy of either the Medical Treatment Record, or the Rescue Report, shall be attached to the copies of the *Inmate Injury or Illness Report* forwarded to the Commanding Officer, Custody Services Division. When *an Inmate Injury or Illness Report* is not required and medical treatment is given, a copy of either the Medical Treatment Record, or the Rescue Report, shall be attached to the *Inmate's Custody Record Card*; and,

**Exception:** *The Inmate Injury or Illness Report* is not required in cases of epileptic seizures when a previous seizure has been reported within the past 12 months.

- Complete a crime report in addition to the *Inmate Injury or Illness Report* when required by circumstances of the *inmate's* illness or injury.

**Medication.**

- At no time shall *Department employees* dispense or allow arrestees to administer to themselves, any prescription medication which was in their possession at the time of the arrest;
- Arrestees that require periodic dispensing of medication shall be booked at *Custody Services Division* facilities;

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- Prescription medication may only be administered by medical personnel at *Custody Services Division* as directed by the evaluating physician;
- *An inmate may be administered non-prescription medication (such as aspirin) only upon the inmate's request. Department employees shall not suggest any form of medication; and,*
- Medication dispensed by *Department employees* or medical personnel at Custody Services Division shall be recorded on the back of Page 5 (Jail Custody Record) of the Booking and Identification Record. The information shall be listed under the heading **Remarks** and shall include:
  - Date, time, and type of medication dispensed; and,
  - *Name of Department employee and serial number* dispensing medication.

**Note:** At end of watch, *Department employees* shall ensure that the succeeding watch is made aware of those *inmates* requiring medication and the time intervals at which it is to be administered.

**Medical Attention.** When the medical authorization indicates the need for constant medical supervision but not hospitalization, the arresting officers shall transport the arrestee to the nearest jail facility capable of administering to the arrestee's medical needs.

**Transferring Arrestee to Los Angeles County-University of Southern California Medical Center.** When the examining clinic physician recommends hospitalization of an arrestee, the procedure as set forth in Department Manual Section 4/648.10, "Arrestee to be Hospitalized," shall be followed except the Booking and Identification Record and its included reports shall not be completed.

**Communications Division's Responsibilities.**

**Non-Emergency Medical Attention.** When notified of a booked *inmate* requiring non-emergency medical attention, Communications Division shall attempt to assign the Code *Two* non-emergency medical transfer call to the Area/Division that initially arrested the *inmate*. However, the Watch Commander, Communications Division, shall have the final authority in determining which Area/division is ultimately assigned a Code *Two* non-emergency medical transfer call.

**Emergency Medical Attention.** When notified of a booked *inmate* requiring emergency medical attention, Communications Division shall contact the Los Angeles Fire Department to request a rescue ambulance and dispatch a patrol unit *Code Three* to the jail facility utilizing the standard call selection sequence.

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**Outside Agency Arrestees.** When *an inmate* booked into a Department jail facility by officers of an outside police agency (*Department Manual Section 4/850*) complains of illness or injury, the watch commander shall:

- Make an immediate telephonic notification to a supervisor of the concerned outside agency; *and*,
- Cause one copy of the completed *Inmate Injury or Illness Report*, when applicable, to be forwarded *via the United States Postal Service* to that agency.